



Minutes of the **Meeting of the Town Council** held on Monday April 12th 2021 at 7.00pm via the Zoom application.

Present: Cllrs M Baker, N Baverstock, K Bayes, J Bird (part), P Eden (chair), C Gelinias (part), M Green, P Hanton, M Lilley, H Morgan, S Toone.

Clerk: Sarah Hunt.

County Councillor N Dixon and District Councillor P Grove-Jones were present along with one member of the public.

Mr David Inman addressed the meeting on behalf of the Rural Market Town Group.

472. Minutes.

The Full Council minutes of 8th March 2021 were AGREED as a true and correct record and will be signed in due course.

473. Apologies and Co-option.

473.1 Apologies were RECEIVED and ACCEPTED from Cllrs R McWilliams and S Thomas - unwell.

473.2 Mr John Bird was co-opted to the vacant seat on the Council. Cllr Bird signed the declaration of office and joined the meeting.

474. Declaration of Interest.

Cllrs Baker and Eden reminded the meeting that they are Trustees of the Town Hall Management Committee.

475. To receive updates on matters not on the agenda.

475.1 MTI Welcome Information Board – Highways Licence received. Clerk has applied for Planning Permission. Hard copy at the Town Hall for interested persons on Friday 23rd April between 10 and 11am.

475.2 Registration of land in front of Staithe House. No update.

475.3 Council email provision. Cllr S Toone has migrated all Co's across excepting Cllrs McWilliams and Thomas.

475.4 Brumstead Road streetlight – damaged. Now re-instated. Claim to be submitted by Clerk.

475.5 Churchyard Wall. Confirmed that this is being repaired/stabilised by C T Baker.

475.6 Unity Bank Account – now open. Payment to the Clerk will be by BACS this month to ensure payments clear correctly before moving all banking across.

475.7 Faculty on closed churchyard gate, Campingfield Lane. This is in hand and anticipated shortly.

476. Public Participation and Reports.

476.1 County Councillor Nigel Dixon. Updated on the future use of the Junior School Building. The Stalham Academy is now the leaseholder and to date they have not declared them surplus to requirements and returned the property to the County Council.

Cllr Dixon has been on a site visit to McCarthy and Stone's development at Upper Staithe Road. Concerns are being expressed with regards to potential surface flooding, and also the proximity of the building line to the road. As this area already suffers from surface water flooding in heavy rainfall events then this development

may increase the runoff in the area. There have been two more surface flooding issues at Stalham Green that Cllr Dixon has been investigating.

Cllr C Gelinas joined the meeting.

Historically surface water drainage has not been addressed when planning has been considered by Council but it may be worthwhile moving forwards giving it consideration at the consultation period of the planning applications.

Councillor Dixon is standing in the forthcoming elections. The chair thanked him for his support during his time as a County Councillor.

Cllr Dixon was asked when the verges would be cut within the Town. Clerk to ask when the first cut can be expected.

476.2 District Councillor Pauline Grove-Jones. No update on S106 money of £20,000 allocated to the Town Hall and any other S106 money unused is currently available. Cllr Grove-Jones had been involved in the visit to McCarthy and Stone and shares the concerns expressed by Cllr Dixon.

The Traffic lights adjacent to the site are causing considerable traffic issues within the locality. Clerk to contact Highways to see if they are in the approved positions, and to see if there is any scope for adjustment to alleviate the huge tailbacks.

The Hopkins site maintenance contract is coming up and being looked at by NNDC.

Cllr Grove-Jones is checking that all conditions re: flood alleviation have been met. An additional 80 houses are due to be built towards the Yarmouth Road, these are anticipated to commence within a reasonably short time frame. A community care home is being discussed on this site. It is known currently when Wayford Bridge is due to be closed. There is a new Major Development Planning Manager at NNDC.

The clerk was asked to write a letter to Planning at NNDC expressing the concerns of the Council regarding the McCarthy and Stone development echoing the results of the site visit by both Cllr Dixon and Cllr Grove Jones.

476.3 Police report has been circulated.

477 Town Planning

477.1 To consider consultee response to applications received from North Norfolk District Council and the Broads Authority.

477.1.1PF/21/0672 – Baptist Church, High Street, Stalham. Replacement windows and doors to school room and ancillary block and internal alterations to provide new kitchen, W.C. & meeting room. No Comment to be made.

477.1.2PF/21/0783 – 12 Granville Close, Stalham, Norwich, Norfolk, NR12 9DP. Two storey side extension. No comment to be made.

477.1.3PF/21/0521 – Vacant Plot/Car Park, Junction of Upper Staithe & Old Market Roads, Upper Staithe Road, Stalham, Norfolk. Erection of 3 No. two storey terrace dwellings with associated amenity space, car parking and landscaping. Comments to be submitted: Localised surface flooding – possibility of parking increasing this issue, drainage solutions? Parking space size/car park size – no dimensions. Exit/entrance of car park very close to junction.

477.2 To receive notification of Planning decisions taken by North Norfolk District Council and the Broads Authority:

477.2.1BA/2020/0433/FUL – Land at Wayford Park, Wayford Bridge, Norfolk, NR12 9LL. Replacement effluent storage tank. Retrospective. APPROVED.

477.2.2BA/2021/0048/FUL – Stalham Water Recycling Centre, Wayford Rd (A149), Stalham, NR12 9LQ. Installation of a water booster pumping station, generator, fuel tank and fencing within the operational boundary of Stalham WRC. APPROVED.

478 Chairman’s Announcements.

None.

479 Correspondence & Consultations.

Letter	N. N. Comm. Transport	Thank you for donation	Noted.
Email	NNDC	Public Space Protection Order Renewal	No comment.
Email	Broads Authority	Peat Guide Adoption	Noted.
Email	Cley Parish Co.	Re: Planning Service NNDC	Response to be sent.
Email	Rural Market Town Group	Invitation to join – membership	Agreed not to join.
Email	Friends of Holt Hall	Request for funding	To facebook.

480 GP Committee.

- 480.1. The initial groundwater survey feedback on the Cemetery extension on was received. Clerk to obtain a quotation for cemetery planning.
- 480.2 Map for noticeboard at Car Park – Clerk/Cllr Morgan to explore options.
- 480.3 Current highways issues. Cllr S Toone updated.
- 480.4 Noted the 50/50 funding application for the SAM camera has not yet been decided by Norfolk County Council. Notification will be 2/3 months.
- 480.5 Next Highways Ranger visit w/c 19th April. Please notify any issues to the Clerk to pass along.
- 480.6 Burial Ground – slight subsidence on graves. It was AGREED that unless Funeral Directors can return to site and rectify it would be in order for Councillors/Clerk to take action to level off any subsidence.

481 Market Towns Initiative.

- 481.1 Backpack – Clerk still awaiting backpack request from Cllr Baverstock.
- 481.2 Update on Ramps – Cllrs Baverstock/Gelinas to remeasure sites. Update to next meeting.
- 481.3 Update on museum items – Cllr Baverstock reported that the Museum Trustees are discussing the new website directly with the designer. All other printing is being finalised. To note that the DL Leaflet invoice from century printing is on the list of payments.
- 481.4 It was **RESOLVED** that the Clerk should pay the planning permission fee upon request to North Norfolk District Council for the welcome board. PROPOSED Cllr Morgan, seconded Cllr Lilley.

482 Administrative Matters.

- 482.1 Parish Online – Meeting to be called – Clerk to invite Cllrs Toone/Bayes/Green/Hanton – to investigate how the Council can better utilise the functionality of the software.

- 482.2 To discuss and consider areas of responsibility that Councillors cover – Meeting to be called – Clerk to invite all Councillors on Thursday 22nd 2021 at 7pm to consider committee structure/membership, areas councillors would like to be involved in, current areas of responsibility and what each area entails.
- 482.3 The meeting dates and deadlines for 2021/22 were AGREED as presented.
- 482.4 The updated Model Publication Scheme was AGREED as presented.
- 482.5 The committee dates and deadlines for 2021/22 were AGREED as presented.
- 482.6 Noted that the insurance policy has one more year remaining on a long term agreement. Falls due 1st June 2021.

483 Financial.

- 483.1 No bank reconciliation received – year end is currently underway and will be presented to Council in due course.
- 483.2 It was RESOLVED to make Payments as presented plus one additional payment to Eon for April streetlights of £437.87 – see appendix.
- 483.3 It was RESOLVED that R Bell undertake the tree works for the sum of £3,700.00. PROPOSED Cllr Bayes, seconded Cllr Hanton.
- 483.4 It was AGREED by the meeting that the RFO and Chair should transfer money between the Town Council bank accounts as necessary.

484 Town Hall.

Councillors anticipate the return of the Town Hall to the Town Council within the next year. The future of the building was discussed and Councillors felt that the public should be consulted to steer any future change. It was viewed as an iconic building and part of the Town heritage.

Cllr Morgan left the meeting

485. Leisure Committee.

- 485.1 To receive an update on the piling at the Staithe. Highways are to send a camera down the drain on the corner of the staithe to see where the surface water is draining to.
- 485.2 To note that the riveting repairs on the skatepark are in hand. Cllr Gelinas to organise.

486. Training and Reports.

- 486.1 The Clerk has attended free of charge Rialtus training on the 16th March at 10am looking at year end processes.
- 486.2 Report back from SNAP meeting on 7th April. Cllr Baverstock did not attend.
- 486.3 Green Ways to Green Spaces. Cllr H Morgan and the Clerk attended. There are a great number of cycling/walking and outdoor activities being promoted county wide. Some may well be suitable for the Town Council to benefit from.
- 486.4 It was RESOLVED that Councillors may book and attend training within budget.

487. Matters for reporting or future agenda

488. Dates of next meetings:

- 26th April 2021 – General Purposes.
- 4th May 2021 – Annual Town Council Meeting.

The meeting closed at 21.33pm.

Payee	Service	Total
S Hunt	refund- address book/postage/keys	£65.59
	Salaries	£2771.86
Cozens	Brumstead Road replacement	£2,034.00
Cozens	3 New columns	£6,102.00
Cozens	Monthly maintenance MARCH	£270.00
Cozens	Monthly maintenance FEB	£270.00
Vodafone	mobile phone charges	£28.33
robertsons mole control	2021 contract recreation field	£630.00
C T Baker	Maintenance items	£129.19
WAVE	Allotment water	£72.64
Eon	Town Hall supply	£76.19
Broadland Computers	Website/emails	£170.00
	DL Leaflet - Stalham Firehouse	
Century Printing	Museum (MTI)	£300.00
Wicksteed	Fixings	£43.42
Norfolk Alc	Subscription	£531.67
CGM	April Grounds Maintenance	£519.84
Eon	April 2021 electricity - streetlights	£436.87
		£14,451.60